

Protecting Colorado



Guard Against Drugs

## COLORADO NATIONAL GUARD JOINT COUNTERDRUG TASK FORCE

55 S. Potomac St.

Aurora, CO

Phone: (720) 250-2534/2535 Fax: (303) 360-3916

Email: ryan.brock@us.army.mil or ellen.serdock@us.army.mil

### RED RIBBON SCHOOL REQUEST FORM

**DEADLINE: 03 OCT 07**

THE ADJUTANT GENERAL  
ATTN: COUNTERDRUG COORDINATOR  
55 South Potomac Street  
Aurora, CO 80012-1320

DATE: \_\_\_\_\_

(Please Type or Print Legibly)

<b>School Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>	CO	<b>ZIP:</b>	
<b>County:</b>			<b>District:</b>		
<b>Point of Contact Name:</b>			<b>Email:</b>		
<b>Point of Contact #:</b>	( )	<b>School Administrator #:</b>	( )		
<b>School Closing Dates or Early Dismissals Between 15-26 October (excluding weekends):</b>					
<small><b>*Please Note:</b> Due to the high volume of fly-in requests, the National Guard can't guarantee your event will take place on your requested dates and/or times. The Guard develops a schedule by grouping schools together in a day according to geographical location &amp; school closings. You will be notified of the date and time of the event a few weeks before the landing so that the school has time to adapt accordingly.</small>					
<b>Helicopter or HMMWV (Hummer) Request? (circle one)*:</b>					
<small>*HMMWV's are not available from 15-26 OCT unless weather prevents flying.</small>			<b>Helicopter</b>	<b>HMMWV</b>	

### Instructions:

Please fax form before 03 October to give the staff sufficient time in planning and for developing the schedule. If you've requested a HMMWV, please note that we will not be able to drive to your school during the two weeks. We would most likely drive to your school the first part of Nov.

Once the Colorado National Guard Drug Demand Reduction Team receives your request, the school will be notified that a request letter or form has been received. They will then come to the school to map the area where the helicopter will be landing, which is called a Landing Zone or LZ. The school will receive a copy so that the school knows where to stage the students before and during the landing. There will be a ground crew to assist before the arrival of the aircraft.

**Please contact the local Fire and Police Departments two weeks prior to the event and request presence for the event.** The National Guard recommends a fire truck w/ a paramedic on site before landing in case of an emergency. Police Officers and/ or School Resource Officers are also recommended to help the Guard with crowd control that may curiously gather around the school.

In the past there have been problems at Middle and High Schools with the student body. Please have as many teachers and administrators to help with the control of the student body. The Guard's mission is to lead the celebration of the Red Ribbon Campaign. The presentation is designed for the whole student body at one time rather than a rotation-type audience.

Please notify parents or legal guardians that the event is going to take place. **DO NOT publish the date and time of the landing in the media!** Media is most certainly welcome to cover the actual event, but due to security reasons, they ask that the date/time not be announced to the public by the local media. Parents are welcome to attend!

Lastly, it is recommended that a gym or auditorium at the school be ready in case of inclement weather. The National Guard will still lead the students in the celebration even if the helicopter cannot land at the school.

*By signing below, I/we acknowledge that an Army helicopter will be landing on school property. The principal has given their full support for this to take place on school grounds. If the landing is taking place on city or private property, a written permission from city officials or the owner must accompany this request.*

\_\_\_\_\_  
Printed Name and Signature of Requestor

\_\_\_\_\_  
Printed Name and Signature of Principal